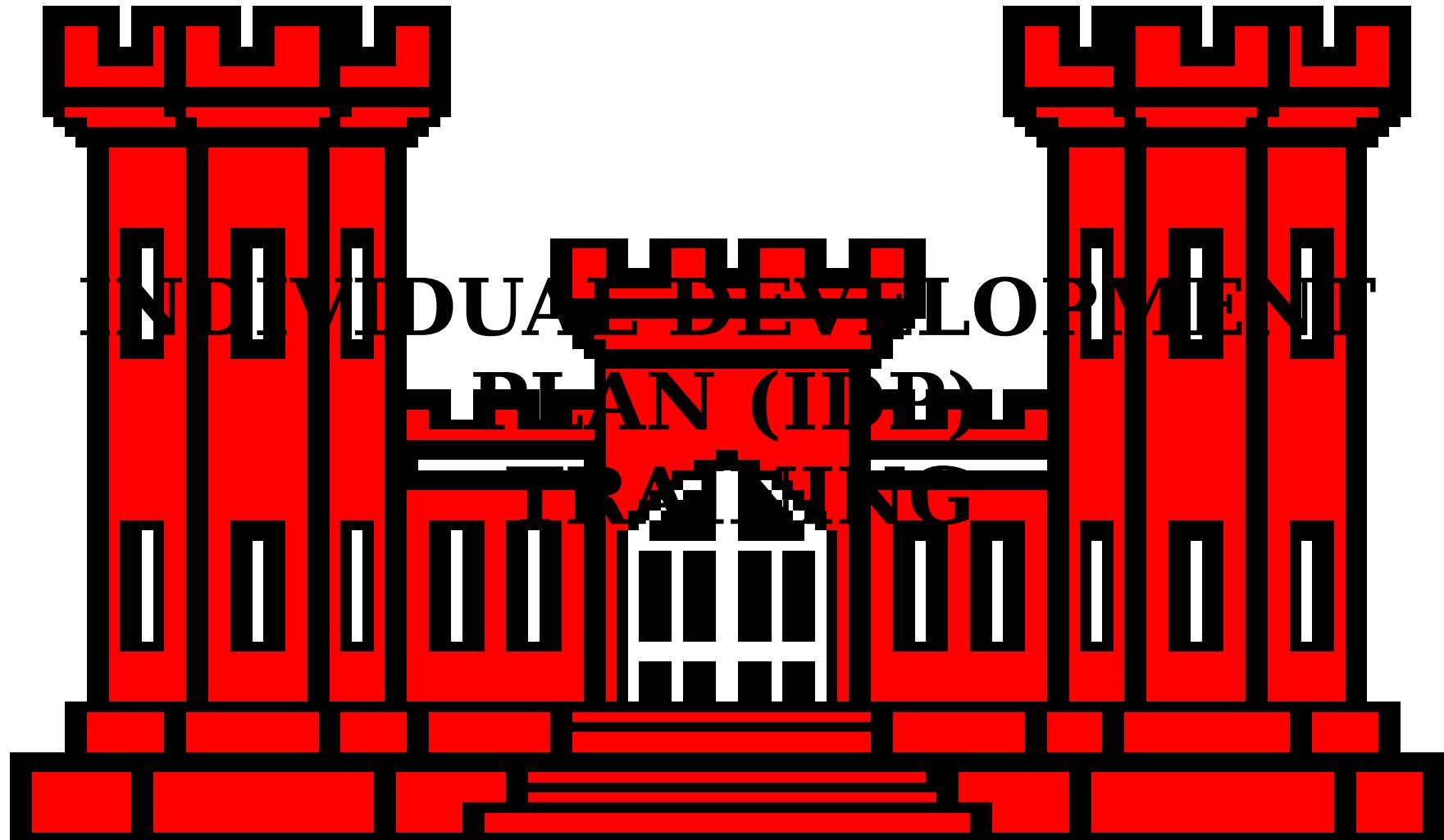




# AREA II, CIVILIAN PERSONNEL ADVISORY CENTER

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# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## What is an Individual Development Plan (IDP)?

- A document used to indicate training and development needs within the organization and to identify possible training solutions.
- An action plan that focuses on immediate and short-term goals that is in-line with the longer-term goals of the employee and the organization.
- A joint effort between the employee and the supervisor/manager. Preparation of the IDP involves feedback and discussion about organizational/developmental needs, goals, and plans.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## What a IDP is not!!!!

- A performance appraisal. The IDP does not replace the performance appraisal it supports the performance appraisal.
- A contract between the employee and the supervisor; the IDP is not a guarantee for payment of training or a method of resolving disputes between the manager and the employee.
- A way to clarify or revise a position description (PP). The Personnel office and the supervisor need to review this issue if necessary.
- A promise for promotion upon completion of the training objectives.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Training Priorities:

- Priority 1 - New skills and knowledge needed, without it missions cannot be accomplished. Reflects great IMPACT on the mission.
- Priority 2 - Prepares for additional duties, improve existing skills and knowledge.
- Priority 3 - Skills and knowledge to be used in the future. Reflects little impact on the current mission.

Training is not to be used as a reward



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Goals of the IDP:

- To learn new skills to improve current job performance.
- Maximize current performance, which will help the organization meet its mission goals.
- Increase job interest, job satisfaction, and challenge in current position.

Obtain knowledge, skills, and abilities necessary to each career goals that are in line with organizational mission goals.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## The IDP Should Include:

- Clearly defined developmental goals and be a realistic plan.
- The knowledge, skills, and abilities must be developed in order to achieve organizational mission goals.
- Specific assignments, training courses, projects, and other developmental activities.
- Proposed completion dates/timelines for completion of courses and/or activities listed.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Role of the Employee:

- Assess the knowledge, skills, and abilities he/she needs to effectively perform the job.
- Find potential learning opportunities that will help the employee meet the job's requirements (<http://www.cpa.army.mil>).
- Discuss the IDP with his/her supervisor.
- Once the employee has reached a competency level in his/her current job, he/she should begin to develop objectives for higher-level work.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Questions employees may consider when beginning to draft an IDP.

- What knowledge, skills, and abilities will be necessary to do my work?
- Keeping in mind your self-assessment and the requirements of your position, what **knowledge, skills, and abilities do you need to develop? What kinds of training experiences would help you develop your knowledge, skills, and abilities?**
- Are these goals realistic?
- What are short-term goals and long term? What are your career goals??



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Role of the Supervisor:

- Identify the knowledge, skills, and abilities the employee will need to do the job.
- Initiate the IDP Process
- Offer constructive feedback about developmental strengths and weaknesses.
- Act as a coach regarding IDP development, courses/activities to achieve the objectives and goals defined in the IDP
- Guide the employee in drafting the IDP.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Role of Supervisor (Continued):

- Define reasonable limits given organizational requirements and priorities, objectives, and needs of other employees.
- Assist the employee in identifying strengths and areas needing improvement.
- Assist the employee in setting career goals once competency on the current job has been reached.
- Review the IDP every six (6) months together with the employee to insure target dates are being met.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Important points to remember when preparing an IDP:

- Training goals should be consistent with and supportive of organizational and mission goals.
- The employee goals should be realistic.
- Supervisor and employee will jointly develop the IDP. The supervisor will help the employee identify knowledge, skills, and abilities needed to reach goals as well as development through the program.

The IDP is a living document. When the supervisor signs the IDP, it is an indication of his/her support for the development and training of the employee. NOTE -- The employee may not always be able to take advantage of



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Role of the Reviewer:

- Advise the supervisor and/or employee in the IDP Process.
- Assist the supervisor with researching appropriate training and developmental opportunities.
- Ensure impartial selection of training opportunities.
- Create and monitor an environment that is conducive to fulfilling the training.
- Actively pursue funding/resources needed to pay for the training.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Role of Reviewer (Continued):

- Ensure implementation of the IDP.
- Ensure new employees receive their IDP within 10 days of employment with the new organization (review existing IDP from previous organization).
- Ensure IDPs are renewed annually and reviewed every six (6) months.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Steps in the IDP Process:

### Step #1 ASSESSMENT.

- The supervisor **initiates the IDP process** by evaluating the skills needed during the current or future employee's background, noting areas of strength and areas possibly needing improvement.
- The **employee reviews** his/her prior job experience, training and education and compares his/her current skills to those needed for the job. These 'shortfalls' form the basis of the employee's developmental objectives.
- The **supervisor and employee develop a recommended plan of action** by researching training and developmental activities needed to reach the employee's objectives.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Steps in the IDP Process:

### Step #1: Employee/SUPERVISOR

- The supervisor arranges a meeting with the employee. In the meeting both the supervisor and the employee discuss the employee's needs in the context of his/her job requirements.

- The supervisor coaches the employee with appropriate information regarding challenging assignments, career paths within the organization, the unit's "mission" from the supervisor's perspective, and agrees on the time frame in which to accomplish the objectives set forth in the draft.

\*\* Outcome To reach a mutual commitment between the supervisor and the employee regarding the IDP Plan.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## 10 Steps in the IDP Process

### Step #3 - EMPLOYEE COMPLETES FINAL IDP PLAN FOR SIGNATURES

- The employee makes corrections or additions and prepares the final IDP for supervisor's approval. If the copy is acceptable to the supervisor, the supervisor signs the form indicating support of the plan; then the supervisor submits the final IDP plan to the reviewer for signature.

\* Outcome - To establish a written development plan.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Steps in the IDP Process

### Step #4 - IDP IMPLEMENTATION

- The employee begins training and working on developmental assignments. If necessary, the employee completes the appropriate training first and submits a plan to the supervisor for review and approval. The employee informs the supervisor of any problems he or she is having with following through.
- \* Outcome - To follow through on an IDP commitment.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Steps in the IDP Process

### Step #5 - FOLLOW-UP AND REVIEW

- The employee should follow up with his or her supervisor every six (6) months to determine if the IDP is meeting the developmental needs of the employee and the organization.
- \*\* outcome - To systematically continue to support a career development plan for the employee.



# INDIVIDUAL DEVELOPMENT PLAN (IDP) TRAINING



## Information sites:

- <http://www.cpol.army.mil>  
(17 different plans available for review)
- <http://www.atsc.army.mil/acm/aindrev.asp>  
(Correspondence Courses)
- <http://logowww.kontra.army.mil>  
(Training Information and Decision Room)

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